

**OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
SEPARATION CHECKOUT**

QA: N/A

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I.

Departing or Transferring Individual's Name:

Organization:

Departing or Transferring Individual's Responsible Manager:

Termination Date:

II.

Departing or Transferring Individual:

Do you create records to be submitted to the RPC?
(If YES, submit to RPC before leaving, if possible.)

☐ Yes ☐ No

Have all long-term and LSN-relevant records been submitted to the RPC?

☐ Yes ☐ No

Do you have any records in process?

☐ Yes ☐ No

Will anyone be taking over your records responsibility?

☐ Yes ☐ No

If Yes, who? _____

Have you categorized all your e-mails?

☐ Yes ☐ No

Are you leaving any short-term records or documents on litigation holds in your office area?

☐ Yes ☐ No

Who is the designated **Records Coordinator** for your organization? _____

Physical transfer of custody to Records Coordinator?

☐ Yes ☐ No ☐ N/A,
nothing to transfer

If YES, Records Coordinator's initials and date of transfer: _____

Departing Individual's Name:

Signature:

Date:

III.

Responsible Manager or Designee: _____
Printed name

I have performed an exit interview with the departing or transferring individual to determine the status of all records or potentially LSN-relevant documents being held by him or her at time of departure.

Responsible Manager or Designee signature

Date of exit interview

I have performed a walk-through of the departing or transferring employee's work area including review of electronic files, to ensure that all records and litigation-relevant documentary materials have been properly submitted, categorized, or transferred to another's custody, as applicable.

Responsible Manager or Designee signature

Date of walk-through

IV.

Responsible Manager:

I certify that all completed and in-process records and all potentially LSN-relevant documents generated by _____, if any, have been accounted for.

Departing or Transferring Person's name

Responsible Manager's signature

Date